

## **JOB DESCRIPTION**

**JOB TITLE:** Home Health Aide

**GRADE:** 8

**JOB CODE:** 2302

**DATE:** 8/7/96

**GENERAL FUNCTION:** Performs services under the supervision of a Registered Nurse or other appropriate professional staff (LPT or Speech Therapist); responsible for providing personal care services and other related health services ordered by a physician to patients, in their home(s), that are limited in their ability to perform activities of daily living; responsible for keeping records of services rendered and for reporting changes in needs and/or condition of the patient to the nurse.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:** Performs appropriate and safe techniques in personal hygiene and grooming that include;

- Bed bath
- Sponge, tub or shower bath
- Shampoo, sink, tub or bed
- Nail and skin care
- Oral hygiene
- Toileting and elimination
- Safe transfer techniques and ambulation with or without equipment
- Normal range of motion and positioning
- Adequate nutrition and fluid intake

Performs other tasks as assigned which may include;

- Simple dressing changes
- Reading and recording temperature, pulse, respiration and blood pressure
- Catheter care and changing of catheter drainage bags
- Empty or change colostomy bags
- Colostomy irrigation
- Whirlpool treatment
- Sugar and acetone tests
- Meal preparation, light housekeeping, laundry, marketing and business errands
- Respite care
- Non-medicated enemas or suppositories

Observation, reporting and documentation of patient status and the care or service furnished.

**SUPERVISION RECEIVED:** Supervision according to standard operating procedures; incumbent can function without on-site supervision, with supervisor available to answer

**JOB TITLE:** Home Health Aide (cont'd)

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questions and direct activities

**SUPERVISION EXERCISED:**No supervisory responsibility required

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Must possess a valid motor vehicle operators license

Ability to communicate with patients of all ages

Practice universal precautions and basic infection control procedures

Ability to describe basic elements of body functions and changes in body function that must be reported to the aides' supervisor

Ability to recognize emergencies and implement emergency procedures

Possess knowledge of the physical, emotional and developmental needs of the home health population

Demonstrates the need for respect for the patient, his or her property and his or her privacy

Ability to maintain confidentiality related to agency activities, personnel actions and patient care

Ability to follow oral and written instructions in the home without on-site supervisio

**Minimum Education, Training, and Experience Requirements:** High school graduate or general education diploma (GED). Appropriate aide related experience may substitute for education requirements on a year-for-year basis for a maximum of four (4) years. Experience as an aide in a home health agency, community health agency, nursing facility or hospital, all or part of which must have been in the previous 24 months prior to application for employment. Note: To become permanent, an employee must pass a competency evaluation prior to completing the probationary period. An individual employed in this position must maintain continued fulfillment of the required competency evaluation approved by the Cabinet for Health Services.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.